

INFORMATIONAL MEMORANDUM - KY-FD-IM-S-01-05

TO: Food Service Directors

FROM: Sarah Castanis, Director
Division of Food Distribution

DATE: September 20, 2000

SUBJECT: Kentucky Department of Agriculture Administrator's Conference

The Kentucky Department of Agriculture statewide Administrator's Conference for School Year 2002 will be conducted in Owensboro, Kentucky February 26 – March 1, 2001. This Conference is designed to bring the Food Distribution Staff, Food Service Directors, state-approved processors and commodity distributors together to discuss all aspects of the food distribution program, share ideas, and develop ways to improve the food distribution program.

We have received many requests from school food service directors and industry representatives to conduct a conference where you could meet with only the state-approved commodity processors to discuss with them, one on one, the different products they can supply using USDA Commodities, as well as sample the end products. In response to these requests, we contacted each of the Kentucky approved processors, and they are excited about participating. By this time we will know the results of our initial test for the Farm-to-School Program and anticipate hearing remarks about this program from Regional Office Staff, State Department of Agriculture Marketing Staff and Department of Defense Staff who will also be discussing the Fresh Fruit and Vegetable Program. In addition to discussions on the Receipt, Storage and Delivery Procedures pertaining to USDA foods, we will also be distributing and discussing the completion of the new Group A food request (KY-FD-15E) form, and the new Processing Request Form. We will be providing computer disks with copies of several Food Distribution forms with formulas for easy completion.

The meeting will be held at the Executive Inn Rivermont where a block of rooms has been set aside for the Department of Agriculture Conference. Room rates are: single room (1-4 people) \$64.00; and suites \$105.00 per night. Reservations should be made prior to January 17, 2001 by calling 270-926-8000.

We have enclosed a registration form that must be completed and returned to this office on or before October 13th, and a draft agenda. We are looking forward to an informative and successful conference and hope you plan to attend.

SC/tu

Enclosure

2000-2001
KENTUCKY DEPARTMENT OF AGRICULTURE
ADMINISTRATOR'S CONFERENCE
DRAFT AGENDA
February 26 - March 1, 2001

Monday, February 26, 2001

1:00 p.m. - 5:00 p.m. CST
Pre-Registration

Tuesday, February 27, 2001

8:00 a.m. - 10:00 a.m. CST
Registration

10:00 a.m. - 11:00 a.m. CST
First General Session

11:00 a.m. - 1:00 p.m. CST
Lunch on your own

1:00 p.m. - 4:00 p.m.
State Approved Processor's Exhibits

4:00 p.m. - 6:00 p.m. CST
Meeting with Individual Processors

Wednesday, February 28, 2001

9:00 a.m. - 11:00 a.m. CST
Second General Session

11:00 a.m. - 1:00 p.m. CST
Lunch on your own

1:00 p.m. - 4:00 p.m. CST
Breakout Sessions

Thursday, March 1, 2001

9:00 a.m. - 10:00 a.m. CST
Third General Session

10:00 a.m. - 12:00 p.m. CST
Breakout Sessions

12:00 - End of Conference

KENTUCKY DEPARTMENT OF AGRICULTURE
ADMINISTRATOR'S CONFERENCE
REGISTRATION FORM

FEBRUARY 26 - MARCH 1, 2000
EXECUTIVE INN - RIVERMONT
OWENSBORO, KENTUCKY

It is very important that this form be completed and return to this office on or before October 13, 2000. We will use this information when making arrangements for room sizes and for suggested breakout sessions.

Please complete the following information (print/type):

First Name: _____ Last Name: _____

Title: _____

Name of School System: _____

_____ I will be attending the Conference

_____ I will not be attending the Conference.

Please list below any items of interest that you would like to have discussed at this conference.

Please return the completed form prior to October 13th to:

KENTUCKY DEPARTMENT OF AGRICULTURE
Division of Food Distribution
100 Fair Oaks Lane, Suite 502
Frankfort, KY 40601
Attn: Kevin Peach

You may fax it to: 502-564-7924 (no cover sheet necessary)